

**MAIL TO:**

STATE OF UTAH  
DIVISION OF PURCHASING  
3150 STATE OFFICE BUILDING, CAPITOL HILL  
P.O. BOX 141061  
SALT LAKE CITY, UTAH 84114-1061  
TELEPHONE (801) 538-3026  
<http://www.purchasing.state.ut.us>

**Invitation to Bid**Solicitation Number: **DG2150**Due Date: **04/30/02 @ 2:00 P.M.**

Date Sent: April 16, 2002

Goods and services to be purchased: **MODULAR OFFICE SPACE DELIVERED AND SET-UP****Please complete**

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes_____ No_____. If no, enter where produced, etc._____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH  
DIVISION OF PURCHASING  
GENERAL SERVICES**

**Invitation to Bid**

**Solicitation Number: DG2150**

**Due Date: 04/30/02**

**Vendor Name:**

Item#	Qty	Unit	Description	Unit Price	Extension
001	1	EACH	NEW MODULAR OFFICE SPACE, 24' X 60' DELIVERED AND SE UP, PER ATTACHED SPECIFICATIONS.  THIS IS A FORMAL BID THEREFORE, FAXED RESPONSES WILL NOT BE CONSIDERED	\$	\$
FOR MORE INFORMATION AND/OR CLARIFICATIONS PLEASE CONTACT DOUG LUKES @ (801) 538-4768. ***** REFERENCE RX# 560 25000000108					

**Ship To:**      **DIV. OF WILDLIFE RESOURCES OFFICE**  
                    **1115 NORTH MAIN ST.**  
                    **SPRINGVILLE, UT 84663**

**FREIGHT CHARGES (if applicable)**

SHIPPING POINT AND ZIP CODE	
SHIPPING WEIGHT	
MODE OF TRANSPORTATION (Please check one)  <input type="checkbox"/> Small package/Ground <input type="checkbox"/> LTL(Less than truck load) <input type="checkbox"/> Truckload <input type="checkbox"/> Air <input type="checkbox"/> Other (Please specify) NMFC Class # _____ NMFC Item # _____	
TOTAL PRICE LESS FREIGHT (FOB Origin)	\$
TOTAL PRICE INCLUDING FREIGHT (FOB Destination)	\$

## INVITATION TO BID - INSTRUCTION AND GENERAL PROVISIONS

1. **BID PREPARATION:** (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as bid. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or approved equal" apply. "Or approved equal" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the bidder lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the bid clearly states it is an alternate, and describes specifically how it differs from the item specified. **MULTIPLE OR ALTERNATE BIDS WILL NOT BE ACCEPTED UNLESS SO STATED IN THE SPECIFICATIONS.** (f) By signing the bid the bidder certifies that all of the information provided is accurate, and that prices bid are correct. (g) This bid may not be withdrawn for a period of 60 days from bid due date.

2. **SUBMITTING THE BID:** (a) The bid must be signed in ink, sealed in a properly-addressed envelope, and either mailed or delivered to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 by the "Due Date and Time." **The "Bid Number" and "Due Date" must appear on the outside of the envelope.** (b) Bids, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-109. (c) **Your bid will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of bids to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the bid for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION. (e) All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33).

3. **FAILURE TO BID:** Failure to respond may result in the removal of your firm from the bidder's list for the commodity(s) listed, unless you advise DIVISION in writing prior to due date that you desire to receive future invitations to bid on this commodity(s). **Three consecutive no responses will automatically result in removal.**

4. **PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not be considered proprietary. Bids submitted may be reviewed and evaluated by any persons at the discretion of the state.

5. **BONDS:** The state has the right to require a bid bond, payment bond and/or a faithful performance bond from the bidder in an amount not to exceed the amount of the contract.

6. **SAMPLES:** Samples of item(s) specified in this bid, when required by DIVISION, must be furnished free of charge to DIVISION. Any item not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the bidder's expense.

7. **WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah

under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

8. **DIVISION APPROVAL:** Purchase orders placed, or contracts written, with the state of Utah, as a result of this bid, will not be legally binding without the written approval of the director of the DIVISION.

9. **AWARD OF CONTRACT:** (a) the contract will to be awarded with reasonable promptness, by written notice, to the lowest responsible bidder that meets the specifications. Consideration will be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this invitation to bid. (b) The bids are opened publicly in the presence of one or more witnesses. the name of each bidder, and the amount of the bid is recorded. Each bid, and the record, is open to public inspection. (c) The DIVISION may accept any item or group of items, or overall low bid. the DIVISION has the right to cancel this invitation to bid at any time prior to the award of contract. (d) The DIVISION can reject any and all bids. And it can waive any informality, or technicality in any bid received, if the DIVISION believes it would serve the best interest of the State. (e) Before, or after, the award of a contract the DIVISION has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) DIVISION does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

10. **ANTI-DISCRIMINATION ACT:** The bidder agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also bidder agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

revision date: 2/14/2000

**Purchase Requisition For Modular Office Space**  
**Division of Wildlife Resources Central Regional Office**

Modular office space 24'X60' delivered and set-up at the Division of Wildlife Resources Office in Springville UT.

Location: 1115 North Main Street Springville, UT. 84663

Contact: Doug Lukes (801) 538-4768

**Specifications:**

New Modular Office Space:

Building Width 24'  
Building Length 60'  
Square Footage 1440

Building Codes:

IBC 2001  
NEC 1999  
IPC 2001  
IMC 2001

Floor Construction:

Joists 2X6 16" OC  
Decking 5/8" T & G Plywood  
Insulation R-11 Fiberglass  
Floor Covering 26 ounce commercial grade carpet (Provide samples for owner to choose color)  
Base Molding Cove Vinyl

Exterior Wall Construction:

Wall Studs 2X4 16" OC  
Exterior Finish Standard Siding (Match color to surrounding buildings at the Springville office)  
Insulation R-11 Fiberglass  
Siding/Trim Standard

Interior Wall Construction:

Interior Finish Vinyl Gypsum (Provide color options)  
Build out two offices on one end, 11'10"X14'  
Build out two ADA restrooms, include all fixtures and plumbing by code.  
Ceiling Height 95"  
Wall studs 2X4  
Wall coverings to match  
Wainscoat FRP 4' High behind fixtures Restrooms

Roof Construction:

Type Gable Truss Mono  
Joist Pre-built 16" OC  
Sheathing 7/16 OSB  
Roof Finish Asphalt Shingles (Match color of existing building's on site).  
Insulation R-19 Fiberglass  
Interior finish T-Grid 2X4 pattern  
Eaves and overhangs 3"

Rain Gutter Venting	Over doors Per code in gable ends	quantity 2 each	
Exterior Doors:			
Size	3068	quantity 2 each	
Type	Steel		
Frame	Standard		
Lockset	Panic Hardware meeting ADA requirements		
Closer	Overhead Closer's		
Interior Doors			
Size	3068	quantity 4 each	
Type	Pre-finished		
Frame	Standard		
Hardware	Lever Passage with privacy on restrooms meeting ADA requirements		
Windows:			
Type	White vinyl sliders clear glass insulated with screens		
Size	4030	quantity 7	
Mini blinds		quantity 7	
Electrical:			
Panel Size	200 AMP		
Service	Over Head		
Raceway	Romex		
Lights	4 Tube Trohphe	quantity 19	
Lights	Incan. Porch	quantity 2	
Receptacles		quantity 17	(see attached floor plan for location)
GFI	Restrooms	quantity 2	
Exterior GFI	Located by each door	quantity 2	
Heat Tape for plumbing	under floor	quantity 1	
Voice/Data	Provide conduit and j-box's	quantity 10	(see attached floor plan for location)
HVAC:			
Unit Type	Wall Mount		
Size	3 Ton 10 KW	quantity 2 (one per 12'X60' unit)	
Supply Duct Size	24x8	Type Galv.	
Return Duct Size	Attic Plenum		
Diffusers Size	12X12	quantity 12	
Return Air Grills Type	24X24	quantity 6	
Exhaust Fans	100 CFM	quantity 2	
Plumbing:			
Water Line	Copper	Service Size 3/4"	
Drain Line	ABS		
Water Closets	Elongated	quantity 2	
Water Heater	6 gal. elect.	quantity 1	
Lavatory	Wall Hung	quantity 2	
ADA Compliant Accessories	TP Holders, Mirrors		

Other:

Provide Matching skirting

Provide steps at one door

Provide ADA Ramp at one door

Provide floor plans, electrical plans and HVAC manuals

